TAIMOOR HASSAN
Address: Nazimabad No. 5, Karachi
Contact # 0312-1831699
Email: Hassantaimoor89@gmail.com

Dear,

Hiring Manager,
Human Resource Management,
Karachi.

Respected Sir/Madam,

I am writing to express my interest for position of ***"Office Helper"*** in your prestigious organization. I have completed Intermediate from Karachi board.

From my diverse experience, I can efficiently contribute towards the success of your company. I have proven to be highly successful at ensuring superior relationship building.

Furthermore, my ability to effectively interact with a wide range of diverse cultures and personalities, make me an immediate asset for your company. I am good at handling android devices, office tools & equipment, MS office (word, power-point, excel, outlook) & other software as well.

My skills in communication and organization have been finely honed, and I can effectively communicate in a business environment. I am confident that my additional strengths & competencies will readily translate to your company's environment.

The attached resume will provide you further details. It will be a pleasure to offer more insight into my qualifications and I look forward to meeting with you soon.

Thanking you in anticipation.

Sincerely,
Taimoor Hassan.

Taimoor Hassan

An efficient, quick learner, people-oriented & highly focused individual. Visionary, passionate about continuous development of myself as well as the corporate. Proficient in using MS Office, internet, social media, android devices, office tools & equipment. Seeking a challenging position, where I can contribute with my passion and enthusiasm by utilizing the skills and knowledge in favor of business development.

Hassantaimoor89@gmail.com

03121831699

5c 44 Paposh Nagar Nazimabad 5, Karachi, Pakistan

linkedin.com/in/taimoor-hassan-41144b213

EDUCATION

Higher secondary certificate (Commerce)
Intermediate Board Karachi
08/2006 - 08/2008

Secondary school certificate (Science)
Board of Secondary education Karachi
03/1994 - 05/2006

WORK EXPERIENCE

Office Secretary
Initiator Human Development Foundation (IHDF)
02/2017 - 12/2020
Achievements/Tasks

- Answered calls, messages, and mails, handled correspondence. Maintained diaries, arranged appointments & events. Typing, preparing and collating reports, filing & organized meetings. Greeted clients, visitors & Assisted executives.

Till Cashier
Abbasi Superstore Nazimabad
06/2014 - 12/2016
Achievements/Tasks

- Managed transactions with customers. Scanned goods & collected payments. Issued receipts, refunds or change & resolved customer complaints. Maintained clean and tidy checkout areas. Kept reports of transactions & inventory.

SKILLS

Relationship building | Reports/Presentations | Decision making | Business & strategic support | Approaches to Problems | Planning & organizing

CERTIFICATES

Restaurant Management (04/2021 - 10/2021)
Crown Q Institution of Hospitality Management, Ramada Plaza Karachi

Air Ticketing & Tariff (09/2011 - 10/2011)

MS Office (word, excel, PowerPoint, Outlook) (08/2006 - 10/2006)
Track Computer Institute

LANGUAGES

Urdu
Native or Bilingual Proficiency

English
Full Professional Proficiency

INTERESTS

Travelling | Music | Professional Learning | Swimming